



# HOLLISTER FIRE DEPARTMENT

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Fire Station 1      110 Fifth Street • Hollister, CA 95023-3926  
Headquarters      (831) 636-4325 • Fax (831) 636-4329

## Fire Division Chief – Fire Marshal

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### SUPPLEMENTAL QUESTIONNAIRE

**In addition to the City online employment application, please complete this supplemental questionnaire by the final filing date.**

In no more than 2 pages BRIEFLY answer the questions below to the best of your ability. Your responses to this supplemental questionnaire and other application materials will be assessed for content, as well as its organization, clarity, and conciseness.

1. **COMMAND STAFF:** Describe your philosophy of the role of Fire Division Chief in relation to the Fire Chief. Provide examples of where you have served as an advocate or reality check for a departmental leader.
2. **SUPERVISION/LEADERSHIP:** Describe your experience supervising/managing staff. Indicate the command position and numbers of staff supervised and specific activities you performed. Specify your level of authority in making command decisions, assigning and evaluating work performance, completing and signing work performance evaluations, and handling disciplinary actions. Describe your experience in staff development, mentoring employees, training, and facilitating professional development for the purpose of succession planning.
3. **PROGRAM DEVELOPMENT:** Describe your experience in the development, implementation, and evaluation of fire prevention programs, policies, and procedures. Include experience developing or implementing monitoring tools; the number and size of components you regularly monitored; and your responsibility for evaluating and modifying program components, particularly as this relates to compliance with state/federal laws, codes, and regulations.
4. **PUBLIC RELATIONS/COMMUNICATIONS:** Describe your experience delivering fire prevention presentations and interacting with other agencies, government officials, the public, and the media in order to collaborate on projects, explain program objectives, and implement education programs.
5. **BUDGET/FISCAL ADMINISTRATION:** Describe your experience in fiscal administration and participating or assisting with developing, implementing, and monitoring program budgets. What was your accountability for any variances to the budget? Describe how you addressed budget variances?

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Fire Station 2    1000 Union Road  
Hollister, CA 95023  
(831) 636-4141

Fire Station 3  
Hollister, CA 95023

Fire Station 4    24 Polk Street  
San Juan Bautista, CA 95045  
(831) 623-4513